

31 October 1983

MEMORANDUM FOR: Executive Officer  
Office of Personnel

FROM:

[REDACTED]  
C/HRPS

SUBJECT: Weekly Activities Report

1. Prepared a memorandum, responding to a DDA request, which outlined the impact of establishing any of four alternative Headquarters work schedules. The memorandum, prepared for D/PER's signature, dealt with the expanded Headquarters complex in FY 1988 and the DDA's desire to establish shift hours that would reduce "rush-hour" traffic congestion. The four alternative schedules range from a fairly standard one to a more radical "compressed" schedule and, although they had varying effects on traffic congestion, they all met the minimum requirements for traffic congestion reduction.

2. Completed the initial preparation of an OP five-year plan, and distributed the plan for senior OP review. The plan contains assumptions and goals, which are consistent with DDA goals, and is intended for use in preparing FY 1984 OP objectives under the DDA MBO program. OP components have been asked to submit FY 1984 objectives this week for consolidation into a final package for DDA tracking and review.

3. Completed the initial development of a five-year historical Agency attrition file. Data on Agency attrition from FY 1979 through FY 1983 has been developed and computed on the basis of fiscal year, directorate, and employment subcategory. This material will be used to validate future reports, for trend analysis, and as a ready-reference for ad hoc requirements.

4. C/HRPS attended the 25 October 1983 Towers, Perin, Foster & Crosby (TPF&C) seminar on recent trends in government and private industry. TPF&C is a compensation and benefits consulting firm with approximately 1,800 employees, and OP representatives were invited to the seminar as previous TPF&C clients (1982 salary survey). The current business themes noted in the seminar included: (1) A period of organizational changes to meet the changing agendas required in today's economy, (2) a stress on improving individual production, (3) an intense line management orientation in lieu of staffs, and (4) an emphasis on the need for good, broad-based, short-range planning. Both the ideas generated and contacts made at the seminar should prove quite useful in the future.

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